



THE TYNINGS SCHOOL FORMAL COMPLAINT FORM

If you wish to raise a complaint with the Governors, please complete this form and return it to the Head Teacher (or Chair of Governors). They will acknowledge its receipt and inform you of the next stage in the procedure

Your name:
Pupil's name:
Your relationship to the pupil:
Address:
Day time telephone number:
Evening telephone number:
Mobile phone number:
E mail address:
Please give the details of your complaint (continue on a separate piece of paper if required):

What action, if any, have you already taken to try to resolve your complaint. Who did you speak to and what was the response?

What actions do you feel might resolve the problem at this stage?

Are you attaching any supporting paperwork? If so please give details.

Signature:

Date: